

Training Programme for Repository Managers and End-Users at the University of Belgrade

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WP4: Building Capacities for Implementation of Open Science Principles

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The Repository Development Team at the University of Belgrade Computer Centre (TRAP-RCUB) has developed an [interoperable and sustainable software and organizational model for institutional repositories](#). This service is primarily intended for the faculties and institutes of the University of Belgrade, but it is also available to other research organizations.

The solution includes a customized software platform based on DSpace, a set of tools and external applications developed to improve DSpace functionalities, standardized workflows and quality control, integration of repositories in international infrastructures, and flexible technical support and permanent training for repository managers and users.

Training plays a crucial role in the implementation of the model. It covers not only the technical aspects of repository management and operation but also includes an introduction into Open Science. The training is conducted at two levels: training for repository managers (normally librarians) and training for researchers. Training and consultations for decision-makers at the institutional level may also be provided, upon request.

When designing the training programmes the TRAP-RCUB team was largely guided by the outcomes of the Survey on Open Science Awareness in Serbia (Outcome P.3).

Each institution is assigned a TRAP-RCUB team member responsible for the implementation of training and coordination between the institution and the RCUB IT team.

The training for repository managers covers the following topics:

- The concept of Open Access and Open Science;
- Open Science policies and Open Access mandates;
- Repository policies (metadata policy and content policy);
- Publishers' policies and SherpaRomeo;
- The role of libraries in developing OA policies and monitoring the implementation of OA mandates;
- Depositing items in a repository;
- Verifying deposits;
- Quality control towards ensuring compliance with the OpenAIRE repository guidelines;
- Organizing communities and collections in a repository;
- Access control and user groups;
- Strategies for recruiting full-text content;

- Motivating researchers to deposit content types other than publications;
- Using customized tools to check and enrich metadata, assign ORCIDs, import and normalize metadata, etc.
- Interoperability and integration with international infrastructures (OpenAIRE, BASE, Unpaywall, CORE, WorldCat, Google Scholar).

The training for researchers as end-users covers the following topics:

- The concept of Open Access and Open Science;
- Open Science policies and Open Access mandates;
- Publishers' policies and SherpaRomeo;
- Depositing items in a repository;
- Using the customized tools developed by the RCUB team to export metadata and create reports;
- The visibility of repositories and their content.

User manuals for repository managers and end users have been prepared and they are updated whenever new features are introduced. The [manual for repository managers](#) is a living document shared among the training team and repository managers. Manuals for end users are available online (linked from the home page of each repository – e.g. <http://vet-erinar.vet.bg.ac.rs/>).

After the initial training, institutions may request additional training whenever they find it necessary. Furthermore, whenever new features are developed and introduced, additional training is organized for repository managers. Personalized one-to-one training for repository managers is available upon request.

Since autumn 2017, more than 80 training sessions for repository managers and end users have been organized. Since April 2020, training is also provided online.